

CONFIDENTIAL

2 March 1984

## MEMORANDUM FOR THE RECORD

SUBJECT: Request from OIS

1. A request was received by phone from [ ] Classification and Review Division, OIS, to provide an estimate of time devoted in OTE courses to the protection of information. This would include formal segments in courses, precourse briefings, etc. that would be concerned with Information Security.

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2. A quick review by the OTE Instructional Units revealed that all of our courses to some degree cover the various aspects of security and cover-- the protection of the written and spoken word.

3. OTE conducted 571 runnings of 121 courses in 1983. There are approximately 125 instructors in OTE, with the average grade of GS-13. It is estimated that from 2½ to 5 percent of every course contains coverage of material related to the subject of security, cover and protection of information. Some are formal segments, such as telephone security in A00P; precourse briefings for Mid-Career; computer security lectures in ISC courses; instructions to each class re. security checks, etc.

4. I informed [ ] that OTE estimates would be "rough" based on the above information. He stated that a "ballpark" figure would suffice. I estimated that 1713 hours per year (571 runnings x 3) would be a fair estimate, times \$20 per hour, for a total annual cost of \$34,760. The estimates for the three years in question would be:

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1983	\$35,000	1 Man year
1984	\$38,500	1.1 Man year
1985	\$43,000	1.2 Man years

5. The above information was telephoned to [ ] on 1 March 1984 and he was appreciative of the data.

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[ ]  
Executive Officer  
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